

Application No. 09/694,965

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AMENDMENTS TO THE CLAIMS:

This listing of claims will replace all prior versions, and listings of claims in the application:

1. (Currently Amended) A method of administrating a plurality of machines, each machine capable of performing at least one function on image data, selected from a group of functions comprising printing, copying, finishing, scanning to a memory, sending a facsimile, and receiving a facsimile, comprising the steps of:

selecting, for each function available from a selected machine of the plurality of machines, at least one type of code required for using the function;

for a desired function at the selected machine, displaying a request for entering a code of the type of code required for using the function; and

the machine carrying out one preselected course of action of a plurality of selectable courses of action if the code required for using the function is not entered, one selectable course of action including the machine holding image data in a memory for a predetermined amount of time until a code for using the function is entered.

2. (Original) The method of **claim 1**, wherein the at least one type of code required for using the function is a billing code.

3. (Original) The method of **claim 1**, wherein the step of selecting at least one type of code required for using the function includes selecting as a first type of code a user ID, and selecting as a second type of code a billing code.

4. (Previously Amended) The method of **claim 1**, one selectable course of action including having the machine perform the function.

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5. (Cancelled) The method of **claim 1**, one selectable course of action including having the machine hold image data relating to the function for a predetermined amount of time.

6. (Cancelled) The method of **claim 1**, one selectable course of action including having the machine hold image data relating to the function until the code required for using the function is entered.

7. (Previously Amended) The method of **claim 1**, one selectable course of action including entering a default code instead of the required code.

8. (Previously Amended) The method of **claim 7**, wherein the default code is dependent on a machine code associated with the selected machine.

9. (Original) The method of **claim 1**, wherein the step of selecting at least one type of code required for using the function includes selecting as a first type of code a user ID, and selecting as a second type of code a billing code, and wherein the default code for the billing code is dependent on the user ID.

10. (Original) The method of **claim 1**, further comprising the step of displaying a set of selectable types of codes which can be required to use a function in a selected machine.

11. (Original) The method of **claim 1**, further comprising the step of displaying a set of selectable types of codes which can be required to use each of a plurality of functions in a selected machine, whereby a first set of types of codes may be selected to be required for a first function and a second set of types of codes may be selected to be required for a second function.

12. (Previously cancelled)

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13. (Original) The method of **claim 1**, further comprising the step of for each of a plurality of functions available for a selected machine, displaying a set of selectable courses of action to be the preselected course of action if the code required for using the function is not entered, whereby a first course of action is related to a first function and a second course of action is related to a second function.

14. (Previously added) The method of **claim 1**, wherein the holding of image data includes holding decomposed image data.

15. (Previously added) The method of **claim 1**, wherein the holding of image data includes holding of image data until a requested finishing option is authorized.

16. (Previously added) The method of **claim 1**, further comprising displaying information about each of a plurality of machines, and a set of selectable courses of action for each machine.